

**CITY OF BOSTON**  
**Mayor's Office of Consumer Affairs and Licensing**



Boston City Hall, Room 817  
Boston, MA 02201

THOMAS M. MENINO  
*Mayor*

PATRICIA A. MALONE  
*Director*

**Event Application for the Week of July 24, 2004-August 1, 2004**

This application applies to any public event planned for July 24 – August 1, 2004 that is open to the public and held on private or public property, including parades, and demonstrations; this also includes licensed venues that are seeking to alter the scope of their current license. Limited exceptions are described below

**Please Note:**

(1) It is Important to read all of the following instructions because incomplete applications may result in denial of a permit. Listed below are the 3 steps that need to be completed to start the process.

(2) Because of the need to adequately assess any public health and safety considerations posed by the proposed event, with limited exceptions, **applications must be submitted at least 14 days before the planned event.**

(3) All applications will be date and time stamped and processed on a first come first serve basis.

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**Step 1**

Submit a completed **Event Application for the Week of July 24 – August 1, 2004** to the Office of Consumer Affairs and Licensing. Rm. 817, Boston City Hall, Boston MA.

The Office of Consumer Affairs will review the application and, unless there are specific reasons for denying the application, direct the applicant in writing to the appropriate agencies and departments for additional permits. If no permit is required for the described activity, the applicant will be so informed. The applicant will be mailed a written response to their application within 7 days of receipt of a completed application.

**Step 2**

The Office of Consumer Affairs and Licensing will direct the applicant to the appropriate agencies to obtain the required permits. The applicant will be responsible for

supplying any necessary information in order to obtain the appropriate permits from those agencies. The agencies and/or departments that the applicants may be referred to shall review the applicants' application and issue its decision within five (5) business days.

If an applicant has been referred to multiple agencies/departments, the applicant may pursue their application with those agencies/departments simultaneously.

### **Step 3**

After all necessary permits have been obtained by the applicant, the Office of Consumer Affairs and Licensing shall issue the final approval or denial of the permit within three (3) business days.

The entire permitting process, from commencement to conclusion, shall not exceed fifteen (15) business days.

**Please note:** The Office of Consumer Affairs and Licensing and the departments to which the applicant is directed may deny an application for specific non-content based reasons. For a list of these reasons refer to the Guidelines for any Person or Group Wishing to Stage an Event the Week of July 24 – August 1, 2004.

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#### **Please complete the following information:**

1. Name of Event: \_\_\_\_\_  
\_\_\_\_\_

2. Dates: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

3. Location: \_\_\_\_\_

4. Description of Property: \_\_\_\_\_ Public \_\_\_\_\_ Private \_\_\_\_\_

Street \_\_\_\_\_ Park \_\_\_\_\_ Premise \_\_\_\_\_

a. If the proposed event is outside, please attach a site plan detailing the area to be used.

b. If the proposed event requires set-up/take down time, please detail the times when this set up/take down will occur:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. If the proposed event involves a parade please attach the proposed route and times.

7. Event Organizer: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Tel.# \_\_\_\_\_ Tel# \_\_\_\_\_

8. Number of attendees expected? \_\_\_\_\_

9. Is the event being advertised? \_\_\_\_\_ Where? \_\_\_\_\_

ACTIVITIES:

(please check any of the following if applicable)

A. Vending: \_\_\_\_\_ food \_\_\_\_\_ beverage \_\_\_\_\_ goods  
Total # of vendors \_\_\_\_\_

B. Entertainment: \_\_\_\_\_ live music \_\_\_\_\_ amplified sound  
\_\_\_\_\_ radio \_\_\_\_\_ DJ  
\_\_\_\_\_ performers \_\_\_\_\_ dancing  
\_\_\_\_\_ games/rides / amusements

C. Other:

\_\_\_\_\_ Tents (sizes) \_\_\_\_\_

\_\_\_\_\_ Cooking Materials (grills, propane etc.)

\_\_\_\_\_ Decorations/Drops/ Draperies

\_\_\_\_\_ Temporary power/Generators

\_\_\_\_\_ Special effects

\_\_\_\_\_ Open flame/candles

\_\_\_\_\_ Platform/Staging

\_\_\_\_\_ Changes to Floor Plan

\_\_\_\_\_ Occupying private property beyond current certificate of inspection

\_\_\_\_\_ Increase in capacity

\_\_\_\_\_ Portable toilets

D. Cleaning Contractor: \_\_\_\_\_

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**The Following Section will be completed by the Office of Consumer Affairs and Licensing.**

\_\_\_\_\_ The Application has been approved to proceed to Step 2. Please refer to the next section.

City of Boston Conditional Approval: \_\_\_\_\_

\_\_\_\_\_ Your Application has been denied. Please refer to the attached letter for the reason(s) for denial.

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**The Following Section will be completed by the Office of Consumer Affairs and Licensing. This section once completed will indicate from which departments further permitting is required.**

**Please Read:** It will be necessary for you to obtain permits from the following departments before a final license from the City for your event is granted. The Departments listed below have their own application process for obtaining required permits. Please go to the departments listed below and apply for the following permits. Once all the required permits are obtained and submitted to RM. 817, final approval of your event application will issue.

\_\_\_\_\_ Transportation Dept. Rm. 721, Boston City Hall

\_\_\_\_\_ Parks Department, 1010 Mass Ave, Boston

\_\_\_\_\_ Boston Fire Department, 1010 Mass Ave, Boston

\_\_\_\_\_ Inspectional Services Department, 1010 Mass Ave, Boston

\_\_\_\_\_ Building \_\_\_\_\_ Health

\_\_\_\_\_ Public Works Department, Rm. 714, Boston City Hall

\_\_\_\_\_ Licensing Board for the City of Boston, Rm. 809, Boston City Hall

\_\_\_\_\_ Property Management Department, Rm. 811, Boston City Hall

\_\_\_\_\_ Emergency Management Services, 767 Albany Street, Boston

\_\_\_\_\_ Boston Police Department, One Schroeder Plaza, Boston  
Attn: Special Events Division, Bureau of Field Services

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**This section is to be completed by the applicant after all necessary permits have been obtained. Please read and sign.**

Regulations:

A copy of all permits must remain on-site for inspector's review.

Applicant agrees to faithfully observe and comply with the conditions, regulations, and provisions prescribed herein, by all other permits secured, by the ordinances of the City of Boston, the laws of the Commonwealth of Massachusetts, and the United States of America.

Applicant agrees to indemnify and hold the City of Boston harmless from any liability to any person resulting from any property damage or personal injury occurring in connection with the event caused by the applicant or the sponsoring organization, its officers, employees, or any person under its control.

I swear or affirm that all answers given and statements made on this application and applications made in connection with this application are full and true to the best of my knowledge and beliefs and I have read the terms and conditions of this document and the documents secured in connection with this document and agree to abide by them.

Signature of Applicant: \_\_\_\_\_

Please print name: \_\_\_\_\_

Date \_\_\_\_\_